

Draft of NSPS Job Objectives for USAG-Heidelberg
ASAP Program Assistant – YB STND TECH/SPT PB-I

Position: PA (Occupation 0303, CG: STD, TECHNICIAN/SUPPORT, PB I)

Duties: Performs under general supervision of the Clinical Director who provides assignments in terms of objectives, priorities, and deadlines. Independently plans and carries out recurring work in accordance with established regulation, guidelines and prior experience. Receives additional instructions for new or unusual assignments, and resolves most administrative problems that arise. Completed work is evaluated for appropriateness and effectiveness.

Objective I: Carries out and coordinates all clerical and office administrative support activities. Coordinates all administrative actions that are internal or external to the ASAP Clinic. Serves as the initial point of contact for all ASAP customer contacts and requests for information.

Measurement:

1. Record and track all correspondence requiring response, route to appropriate action officer, and monitor action to completion on no less than a weekly basis.
2. Prepares correspondence that is formatted in compliance with the agency style manual, contains correct spelling, grammar, and usage as determined by manager's review, within established guidelines.
3. Schedules clinical appointments within 24 hours of receipt of referral (DA Form 8003).
4. Conducts internal and external background checks within 72 hours of request. .
5. Retrieve data and prepare quarterly and annual reports by suspense date (UR, RAPR, UA/DWI, etc)

Contributing Factors: Technical Proficiency and Customer Focus
Weight: 40%

Objective II: Serves as clinical and office records manager. Maintains filing system in accordance with ARIMS, AR 40-68, AR 600-85, and DA PAM 600-85. Maintains and ensures availability office supplies. Initiates and monitors all facility work orders to include DPW, telephone, and IT work orders.

Measurements:

1. Maintains clinical and office records IAW applicable guidelines and regulations.
2. Ensure 100% of DA Form 4465 and 4466 are submitted to DAMIS.
3. Track all work orders from initiation completion as directed by the CD.
4. Maintain unit property book ensuring 100% accuracy of hand receipt.
5. Maintain 100% accountability of key as unit Key Custodian.

Contributing Factors: Technical Proficiency
Weight: 40%

Objective III: Serves as the alternate Drug Testing Coordinator. Assists the EAP/PC and Risk Reduction Coordinator in developing training aids. Serves as the office Information Management Officer (IMO).

Measurements:

1. Attain and maintain ACSAP DTC certification within six months of assuming alternate DTC duties.
2. Assists Prevention staff in developing and producing PowerPoint presentations, graphs, spreadsheets, and marketing tools by established suspense dates.
3. Ensures 100% staff compliance regarding directives from Garrison Information Management Office within established suspense dates.

Contributing Factors: Technical Proficiency, Cooperation and Teamwork
Weight: 20 %